ONLINE REPORTING
TIER II MANAGER™
February 2007

Beginning in 2007, Michigan will host an online reporting program called TIER II MANAGER™. The **Administrator** for this program is the Michigan SARA Title III Program in the Department of Environmental Quality (DEQ): **deq-ead-sara@michigan.gov or 517-373-8481**.

All facilities will be able to submit their Tier Two reports online to the Michigan SARA Title III Program. Tier Two reports for facilities in the following counties can also be submitted online to the LEPCs and to most fire departments:

- Bay
- Ingham
- Kent
- Macomb
- Midland
- Oakland
- Ottawa
- Saginaw
- Wayne

IMPORTANT: These are the counties that can accept online submittals at the time this document was posted. Other counties might be added to this list. Please go to Michigan's Tier Two reporting site and check the "Tier Two Emergency & Hazardous Chemical Inventory Report" link for a current list of participating counties.

To access TIER II MANAGER™, go to www.michigan.gov/deqsara and click on the SARA Title III Hazardous Chemical Inventory link.

HOW DOES ONLINE REPORTING WORK?
In February, 2007, a *Username* and *Password* will be assigned and sent to the mailing addresses for all facilities that have current reports in the Michigan SARA Title III Program's Tier Two database. If the Administrator's records show that multiple facilities have the same mailing address, only one username and password will be assigned for the group of facilities.

The first time you go into the program, you will be required to complete a "user profile" and reset your password. When you enter the online system with your username and new password, you will be able to view and edit your Tier Two reports. You can also submit section 311 reports as well as a section 302 Emergency Planning Notification for your facility.

The data are stored in a secure online database. You can update the "current data" at any time. When you "submit" your Tier Two report, a "snapshot" of your current data is saved as your report for that year. The Michigan SARA Title III Program, the Michigan State Police Emergency Management & Homeland Security Division in Lansing, and the LEPCs and fire departments in the above listed counties will have access to your certified Tier Two report (the "snapshot") as well as your current data via the Internet.

TIER II MANAGER™ has a utility to print hard copies of your report for LEPCs and fire departments in counties not listed above – these agencies do not yet have access to the online database. In addition, not all fire departments in the above listed counties have Internet access, so even if your facility is in one of the participating counties, your fire department might need a hard copy of your report. Please check with your fire department to see if they can access your Tier

Two report on the Internet. Print your report *after* you have completed the online submission so that the name and official title of the person signing the report is included on the paper copy.

HOW DO I GET A USERNAME AND PASSWORD?
If you are a new user of TIER II MANAGER™ and have not already been assigned a username and password, you will need to register to get a User Account in the system. Under your User Account, you will have the ability to enter reports for all facilities that you are managing. Start by completing a New User Registration Form. The Administrator will review the completed registration form, and you will be contacted by email when your TIER II MANAGER™ User Account has been approved. Here are the steps for this process.

1. Log onto the TIER II MANAGER™ site address.
2. Click on "Register Now." This will prompt you to complete a registration form.
3. Enter a Username of your choosing. You cannot enter any quotes or special characters like # or $ into this field.
4. Enter a Password of your choosing. It must be a mix of upper case, lower case, numerals and special characters.
5. Complete the rest of the information requested on the form.
6. You will be asked to enter a Password Hint Question of your choosing. The Hint Question is requested so that if you forget your password, the system will be able to ask you the Hint Question. If you respond with the appropriate Hint Answer, the system will allow you to enter a new password and continue.
7. IMPORTANT: Before you submit your registration form, click on "Feedback" in the Menu bar at the top to send an email to the Administrator that lists the facility (or facilities) for which you will be reporting. In the subject line of the email enter "Facility listing for [your user ID]." In the body of the email, give the name, address, and MI SARA ID (if known) of each facility for which you will be reporting. If you will be reporting for a facility (or facilities) that already exists in the system, the Administrator will give you access to that facility's information when your registration is approved. If you will be reporting for a new facility, you will enter that facility information when you log into the system for the first time.
8. Click on "Register" after completing the form to submit it to the Administrator.
9. The registration form will automatically be sent to the Administrator for approval. Keep in mind that the Administrator normally works M-F, 8-5, so if you register Friday night, you will not get approval until Monday.
10. Upon approval, the Administrator will send you an email notifying you that your User Account has been activated and you can log into the system with your Username and Password.

WHAT WILL I SEE WHEN I LOG ONTO TIER II MANAGER™?
Once you have a username and password, you can log onto TIER II MANAGER™ and "Sign In."

Please refer to the TIER II MANAGER™ site map at the end of this document.

IMPORTANT: First-time users should read the Welcome page and click on the Help link in the Menu bar at the top of the page to access the **Online Tier II Reporting System User Guide**. Click "Continue" on the Welcome page to go into the Main Menu. Clicking on "Instructions" in the Menu bar will put you back into the Welcome page.

From the Main Menu, you can view a list of all facilities with reports entered under your User Account. The list shows the MI SARA ID, Company Name, Facility Name, Address, a link to view Current Data (a pdf file of the most recent Tier Two data), Annual Submission status for the Tier Two Report, and Certification Status for section 311 and 302 reports. Please contact the Administrator if this list is not correct.

If you have **new facilities**, add them from link in the Main Menu. If your facility is **no longer required to file** a Tier Two form, please contact the Administrator.

Click on the facility name in the list, to view the <u>Submissions Listing</u> for that facility. From the Submissions Listing you can access all submissions of Section 312 Tier Two, Section 311, and Section 302 reports for that facility.

<u>Section 312 (Tier Two) reports</u>: You must go into this section to edit the facility level information. The online database will be populated initially with Tier Two reports submitted to the Michigan SARA Title III Program for report years 2001-2005. If you submitted reports and do not see them here, contact the Administrator. When you click "Edit" for the current report year, you will go into the <u>Facility Home Page</u>. You will see a link to <u>Edit Facility</u> data on this page. Click on this link to edit the facility data the first time you enter the program so that you can add the new required information: your fire department name, your LEPC, a mailing address, lat-long coordinates, and a facility phone number. Please review and update or enter this information as appropriate. When you have finished editing the facility data, click "Save Changes" to return to the Facility Home Page.

On the <u>Facility Home Page</u> you will also see the most recent Tier Two chemical data. From here you can update the data, add and delete chemicals, add attachments, and submit the new Tier Two report.

Site plans are optional, but encouraged. For those submitting online, the site plan can be submitted as an electronic attachment. Site plans must be attached as an image file (those ending in jpg, bmp, tif, png, gif). Other attachments allow for additional formats (such as pdf, doc, xls). If you have marked any chemical locations as confidential, and those locations are identified on your site plan, be sure to also mark the site plan as confidential.

After submitting your Tier Two report, you will not be able to edit the report until after the Administrator has completed processing all reports. At that time, you can request permission to edit and resubmit your report. You can, however, edit the current data at any time.

Return to the <u>Submissions Listing</u> to view and edit the section 302 and section 311 reports.

<u>Section 302 reports</u>: If your facility is subject to section 302, please review and update this information as appropriate. Information on the extremely hazardous chemicals at your facility was not stored in the Michigan SARA Title III Program's database, so TIER II MANAGER™ will not be populated with these data. Therefore, *please complete a new section 302 report to provide the chemical data.*

<u>Section 311 reports</u>: The section 311 chemical information was not stored in the Michigan SARA Title III Program's database, so TIER II MANAGER™ will not be populated with any section 311 data. Please complete a section 311 report for any new chemicals that your facility brings on site in amounts that exceed the threshold. You will be able to pull the information on new chemicals into the Tier Two report.

Michigan facilities that submit the Tier Two report online using TIER II MANAGER™ do **not** need to mail a certification letter to the agencies that can receive the report online.

If you file online, please do **not** file hard copies of your Tier Two report with the agencies that can receive the report online unless specifically asked to do so.

As with all new programs, there will be a learning curve for everyone – including the Administrator. Please bear with us!

TIER II MANAGER™ SITE MAP

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                         │  Welcome Page   │
                         │  (Instructions) │
                         └────────┬────────┘
                    ┌─────────────┴──────────────┐
            ┌───────────────┐            ┌────────────────┐
            │   Main Menu   │            │      Help      │
            │               │            │  (User Guide)  │
            └───────┬───────┘            └────────────────┘
     ┌──────────────┼──────────────────────┐
┌──────────────┐ ┌──────────────────┐ ┌──────────────────────┐
│Facility      │ │ Add New Facility │ │ Update User Profile  │
│Listing       │ └──────────────────┘ └──────────────────────┘
└───┬──────────┘
    │  ┌──────────────────────┐
    └──│  Submission Listing  │
       └──────────┬───────────┘
                  ├──────┌─────────────┐
                  │      │     312     │
                  │      └──────┬──────┘
                  │             └──┌──────────────────────┐
                  │                │  Facility Home Page  │
                  │                └──────────┬───────────┘
                  │                    ┌──────────────────────────────┐
                  │                    │  Edit Facility Information    │
                  │                    ├──────────────────────────────┤
                  │                    │  Edit/Add/Delete Chemical Data│
                  │                    ├──────────────────────────────┤
                  │                    │  Add/Remove Attachments       │
                  │                    ├──────────────────────────────┤
                  │                    │  Add Notes                    │
                  │                    ├──────────────────────────────┤
                  │                    │  Submit Tier Two Report       │
                  │                    └──────────────────────────────┘
                  ├──────┌─────────────┐
                  │      │     302     │
                  │      └──────┬──────┘
                  │             └──┌──────────────────────────┐
                  │                │ Add/Edit 302 Notifications│
                  │                └──────────────────────────┘
                  └──────┌─────────────┐
                         │     311     │
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                                   │ Add 311 Reports  │
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